


How to Attach a File to an Appointment

You can attach files, such as a Microsoft Word document or other relevant information, to an appointment. This allows you to send files with a meeting invitation or add information to a personal appointment.

1. In the appointment, click **Add Attachment**  on the toolbar.
2. In the **Attachments** dialog box, type the path to the file under **Choose a file to attach**, or click **Browse** to locate the file.
3. Click **Attach**, and the file will appear under **Current file attachments**. Repeat steps 1-2 for any additional files you want to attach.
4. To return to the appointment, click **Close**. The files you attached will appear next to **Attachments**.

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